

Name of Policy	Travel and Relocation Expenses Policy	
Description of Policy	This policy covers the provision of Travel and Relocation Expenses in association with being appointed to a campus of Australian Catholic University.	
<input type="checkbox"/> New Policy	<input checked="" type="checkbox"/> Revision	
Description of Revision	<i>The amount of monies for relocation expenses within Australia that the University may agree to pay has been updated to \$3,000.00</i>	

Human Resources Directorate

Policy and Revision Number	
Original Effective Date	
Review Due Date	
Revision Effective Date	
Senate Approval Date	
Vice Chancellor's Approval Date	13 August 2009

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1. Background

One of the University's key stated priorities is to recruit outstanding staff who can contribute to the Mission of the University and the achievement of its strategic goals. In order to facilitate the achievement of this priority, the University may provide reimbursement of travel expenses and payment of a relocation allowance for staff who have to relocate from their primary residence as a result of being appointed to a campus of Australian Catholic University.

2. Policy Purpose

The purpose of this policy is to clarify the circumstances under which travel expenses are reimbursed and relocation allowances are payable in the context of appointment as a staff member of Australian Catholic University. Staff members should also refer to the University 'Staff Recruitment and Selection policy and Procedures' and 'Policy on Appointment of Staff from Overseas' in the context of these arrangements.

3. Application Of Policy

This policy applies to staff members, other than casual staff members, who have to relocate from their primary residence as a result of being appointed to a campus of Australian Catholic University. The minimum appointment period is three years and the distance involved in the relocation must be in excess of 100 kilometres.

This policy shall not apply where an existing staff member, at their own request and outside of the normal recruitment and selection process, is transferred to another campus of the University.

Normally pro rata travel expenses and relocation allowance may be payable to fixed term appointees to positions of less than three years' duration, subject to approval in accordance with the University's Staffing Delegations.

Additional financial assistance in excess of the standard amounts may be payable if approved by the Deputy Vice-Chancellor (Administration and Resources).

Travel expenses and relocation allowances paid under this policy will be charged to the organisational area in which the staff member is employed.

4. Definition

"Dependant": means the spouse or de facto spouse of the appointee and any child under the age of sixteen years, or twenty one years if a full-time student at a secondary or tertiary institution.

5. Approvals

Reimbursement of travel and relocation expenses must be approved in accordance with University Staffing Delegations as approved by Senate.

6. Travel Expenses

The University may reimburse actual travel expenses for the appointee and dependants up to the equivalent of one way economy airfares over the most reasonably direct route to the appropriate campus. Travel may be made by any alternative method, class or route, but expenses incurred in excess of economy class airfare(s) by the most direct route will be the responsibility of the appointee.

For appointees and dependants who elect to travel by a method of transport other than by air, actual reasonable expenses, for example petrol, meals, accommodation, will be

reimbursed, providing they do not exceed the economy class air fare(s) which would have applied had economy class air travel been chosen.

7. Relocation Allowance

The relocation allowance is intended to contribute to the cost of packing, transporting and insuring personal belongings and tools of trade from the appointee's primary residence, as well as the cost of temporary accommodation and the cost of leasing furniture for temporary accommodation.

For staff relocating from overseas, the University will contribute up to a maximum of AUD\$4,000, exclusive of GST, for actual expenses incurred in relocating the staff member, plus AUD\$300, exclusive of GST, for each dependant.

For staff relocating from within Australia, the University will contribute up to a maximum of AUD\$3,000, exclusive of GST, for actual expenses incurred in relocating the staff member, plus AUD\$300, exclusive of GST, for each dependant.

The relocation allowance will be reviewed annually in line with the Consumer Price Index.

Prior to taking up appointment at the University, the appointee will be required to submit three quotations for removal of personal effects to the nominated supervisor. Normally the cheapest of the three quotations will be recommended for approval in line with the University's Staffing Delegations and notified in writing to the staff member by the nominated supervisor. Such approval is subject to the staff member signing the Travel Expenses and Relocation Allowance Agreement and returning it to the nominated supervisor.

Following relocation, the University will either make payment to the removal company on receipt of an invoice up to the approved amount, or the appointee may seek reimbursement on commencing employment at the University.

8. Obligation To Repay

Prior to reimbursement/payment of any travel expenses and relocation allowances, the staff member must enter into a written agreement to repay any amounts received under this policy if the staff member voluntarily terminates his or her employment with the University during the first three years of service. The amounts to be repaid will be pro rata of the original amounts paid, based on the period by which the staff member's employment falls short of three years. Any repayment under this policy will be deducted from amounts payable to the staff member on termination of employment with the University or, if this is not possible, will be dealt with as an overpayment.

Any waiver of this obligation must be approved by the Vice-Chancellor.

9. Reimbursement Process

On commencing employment, the appointee should present original receipts to the approving officer for reimbursement. On approval, Finance will process as payment a cheque or direct credit to the appointee up to the amount of the actual expenses incurred within the prescribed limits. The nominated supervisor shall forward a copy of the agreement, approval and receipts for travel and relocation expenses to the Human Resources Directorate for inclusion on the staff member's personal file.

10. Review

The University will develop a process for reviewing the effectiveness of this policy. Where applicable, the review will take account of necessary changes to other relevant

University policies and procedures. Any staff member wishing to suggest improvements to this policy is invited to forward their suggestions to the Director, Human Resources.

11. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor. Should further advice be needed, they should contact the relevant Human Resources Consultant.

12. Attachment

Travel Expenses and Relocation Allowance Agreement

13. Related Policies

Staff Recruitment and Selection Policy and Procedures
Recruitment and Selection Privacy Policy
Policy on Appointment of Staff from Overseas

**Travel Expenses and Relocation Allowance
Agreement**

By signing this Agreement I acknowledge the following:

1. I have read the ACU Travel Expenses and Relocation Allowance policy.
2. I have made an application for reimbursement under the ACU Travel Expenses and Relocation Allowance policy.

3. I agree that any travel expenses and relocation allowance which I receive under the terms of my appointment will be repayable by me if I voluntarily terminate my employment with the University during the first three years with the University, or such lesser period of employment for which travel expenses and a relocation policy has been paid.

Signed:

(Staff member): _____ Date: ___ / ___ / ___

Name (please print): _____

Witness (please print): _____

Signature of witness: _____